

Purpose of claim:

Date of birth				Bank/ Building Soc. name:
Home address/ postcode:				Branch (brief address):
				Sort code:
				Account number:

Continue on a separate claim form if necessary

Travel (general)									
Date(s)	Mode	From	To	Foreign Currency		Total (£) Including VAT		VAT (£)	
	GL Code					Total			

Travel (car mileage)									
Date(s)	From	To	Mileage	Cost/Mile	Total (£) Including VAT	VAT (£)			
	GL Code					Total			

Subsistence										
Date(s)	Description					Foreign Currency		Total (£) Including VAT		VAT (£)
	GL Code								Total	

Entertainment/ Hospitality										Tick box if non-College staff present <input type="checkbox"/>	
Date(s)	Description						Foreign Currency		Total (£) Including VAT	VAT (£)	
	GL Code							Total			

Incidentals / Others									
Date(s)	Description					Foreign Currency		Total (£) Including VAT	VAT (£)
	GL Code						Total		

Authorisation stamp and signature

STAMP HERE

This claim is made in accordance with the
declaration overleaf.

Sign.....

Name (print)

Date Contact No.....

	Total (£) Including VAT	
Sub-total		
Less advance received		
Net claim/Refund due		

Currency for payment (if not sterling):

Claimant's declaration	Sign
This claim is made in accordance	Name (print).....
with the declaration overleaf.	Date

Voucher No. (Finance use only):

Form Completion

This form may be used to claim expenses for employees, casual staff, students and visitors to the College. It is intended primarily for travel and subsistence claims but may be used for reimbursement of any other type of expenditure on behalf of the College. Claims must be made within one month of an expense being incurred. You should provide sufficient details to allow the following types of expenses to be verified and approved:

Travel (general) - journeys by rail, air, taxi, tube or bus.

Travel (car mileage) - car mileage and cost/ mile details.

Subsistence - accommodation and meals expenses incurred when travelling on College business.

Entertainment/ Hospitality - costs incurred on College business occasions involving other people.

Incidents/ Other - personal incidental expenses when staying away overnight on business and items that do not fit into the above categories (for example, equipment purchase, stationery, car hire expenses).

When you have completed the form overleaf, you should attach receipts relating to each part of the claim (receipts are not required for items under £10). Once it has been authorised, the form should be sent to the financial services offices of the campus to which the person authorising the claim belongs. Incomplete forms will be returned to the sender.

What are you entitled to claim?

The College's rules on expense claims are contained in the booklet "Travelling on College Business: a guide to expenses, allowances and insurance" published annually and obtainable from departmental offices or via the internet at <http://www.ad.ic.ac.uk/finance/manual/traveldoc.htm>. Claims made in accordance with those rules will not be subject to tax.

VAT

The full expense value, inclusive of VAT where applicable, should be entered in the Total (£) column for each item of expenditure. Where a VAT receipt has been obtained from a supplier for an expense bearing VAT, the amount of tax should also be entered separately in the VAT (£) column.

Advances

If you have been provided with an advance (traveller's cheques, foreign currency or sterling funding) for the purpose of the business expenditure recorded on this form, it must be deducted from your claim. You will then be refunded the excess of your expenditure over and above the advance previously provided. Any unused advance must be returned in person to the Cashiers Office.

Payment methods and notification

Claims will be paid in sterling unless you indicate another currency overleaf. For staff, the reimbursement will be paid automatically into the same bank account used for your salary. A remittance advice will be sent to the address recorded in our computer system (this will normally be a departmental address). Therefore, staff do not need to complete the boxes that request bank account and home address details. All other groups should complete the form in full.

Claimant's Declaration

I hereby certify that :-

- I have read and understood the terms set out in the current edition of the booklet entitled "Travelling on College Business: a guide to expenses, allowances and insurance";
- the expenditure on this form has actually been incurred by me and I have not previously submitted any item on this claim for reimbursement by the College or any other body; every expense has been expended solely and exclusively and necessarily for the purpose of College business;
- I have only sought reimbursement of my actual expenses and there is no element of profit or fees included in this claim, and no round-sum allowances other than the permitted Personal Incidental Allowance.
- any money advances prior to this trip (e.g. cash, foreign currency, traveller's cheques) have been used for the purposes intended from this, my total net claim;
- where any part of the trip related to personal holiday or private business activities, a fair proportion of the total cost have been deducted from my claim (please show clearly how this has been done).
- any claim relating to use of home telephones or mobile phones includes any call charges for College business plus a fair proportion of line rental (or similar fixed charge);
- any cost relating to travel costs for my spouse, partner, family or others who are not employees engaged on College business have been deducted (or reimbursed to the College).

Authoriser's Declaration

I hereby certify that :-

- I am permitted within my department/devisional hierarchy to authorise the expenditure claimed on this form;
- I have checked that the GL code(s) are valid and appropriate for expenditure of this type and that there are funds available in the account to meet this claim;
- I have checked whether there are any limitations on permissible expenditure (e.g. those imposed by external research sponsors), and if so that they have been complied with;
- the receipts to support the claim are attached and genuine;
- the claim is in accordance with the rules contained within the current edition of the booklet "Travelling on College Business: a guide to expenses, allowances and insurance" and the daily subsistence limits for the countries in question have not been exceeded.